

SBIR REMINDER SHEET

(PHS 398)

After reading all instructions in the SBIR/STTR Phase I Grant Solicitation and the PHS 398, use the following reminders to help ensure that the application meets the requirements for submission.

- ☒ Have you prepared the application according to the “Type Size” and “Format” specifications that must be observed throughout the application?
- ☒ Does the Phase I application contain no more than 25 allowable pages as described in “Limitations on Length of Application “ in the SBIR/STTR Solicitation?
- ☒ Have you completed all items on the application Face Page, including Items 7 and 8?
- ☒ Have you completed the necessary items on the Checklist Form page of the application?
- ☒ Have you included letters of commitment from collaborators and consultants?
- ☒ The grant application should be assembled in the following order:
 - ◆ **Cover Letter** — encouraged, but not a requirement.
 - ◆ **Face Page** — first page of application.
 - ◆ **Description, Performance Sites, Key Personnel** — Form Page 2
 - ◆ **Table of Contents** — Form Page 3
 - ◆ **Modular Budget Format Page**— FOR APPLICATIONS REQUESTING UP TO \$100,000 TOTAL COSTS (direct costs, F&A costs, and fee).
 - ◆ **Budget for Initial Budget Period** — Form Page 4. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL (direct costs, F&A costs, and fee). Renumber pages as necessary. If \$100,000 or less, omit Form Page 4 and use Modular Budget Format Page.
 - ◆ **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; use continuation pages if necessary. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL (direct costs, F&A costs, and fee). If \$100,000 or less, omit Form Page 5 and use Modular Budget Format Page.
 - ◆ **Biographical Sketch.** See *Biographical Sketch Format Page.*
 - ◆ **Resources.** See *Resources Format Page.*
 - ◆ **Introduction** (revised application only — limited to one page for Phase I and three pages for Phase II).
 - ◆ **Research Plan** — *NO Form Page. Use plain, white paper and stay within specified ½” margin limitations.*
 - ◆ **Letters From Consultants and Collaborators.**
 - ◆ **Checklist** — Checklist Form Page is the next-to-last page of signed, original application, but last page of Phase I to be numbered.
 - ◆ **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is not to be numbered or duplicated.

Questions regarding the acceptability of the grant application for submission under this solicitation should be directed to the:

Division of Receipt and Referral
Center for Scientific Review
National Institutes of Health
(301) 435-0715; Fax: (301) 480-1987

STTR REMINDER SHEET (PHS 398)

After reading all instructions in the PHS 398 and the SBIR/STTR Phase I Grant Solicitation, use the following reminders to ensure that the application meets the requirements for submission

- ☒ Have you prepared the application according to the “Type Size” and “Format” specifications that must be observed throughout the application?
- ☒ Does the Phase I application contain no more than 25 allowable pages as described in “Limitations on Length of Application” in the SBIR/STTR Solicitation?
- ☒ Have you completed all items on the FACE PAGE of the application, including Items 7 and 8?
- ☒ Have you completed the necessary items on the CHECKLIST Form page?
- ☒ Have you included letters of commitment from collaborators and consultants in the application?
- ☒ The grant application should be assembled in the following order:
 - ◆ **Cover Letter** – encouraged, but not a requirement.
 - ◆ **Face Page** — first page of application.
 - ◆ **Description, Performance Sites, Key Personnel** — Form Page 2
 - ◆ **Table of Contents** — Form Page 3
 - ◆ **Modular Budget Format Page**— FOR APPLICATIONS REQUESTING UP TO \$100,000 TOTAL COSTS (direct costs, F&A costs, and fee).
 - ◆ **STTR Research Institution Certification Format Page** —FOR STTR APPLICATIONS REQUESTING UP TO \$100,000 TOTAL COSTS (direct costs, F&A costs, and fee).
 - ◆ **Budget for Initial Budget Period** — Form Page 4. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL COSTS (direct costs, F&A costs, and fee). Renumber pages as necessary. *If less than \$100,000, omit Form Page 4, and use Modular Budget Format Page.*
 - ◆ **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; use continuation pages if necessary. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL (direct costs, F&A costs, and fee). *If less than \$100,000, omit Form Page 5, and use Modular Budget Format Page.*
 - ◆ **Research Institution Budget Form Page** (STTR Additional Page)
 - ◆ **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; use continuation pages if necessary. FOR APPLICATIONS REQUESTING MORE THAN \$100,000 TOTAL COSTS (direct costs, F&A costs, and fee).
 - ◆ **Biographical Sketch.** See Biographical Sketch Format Page.
 - ◆ **Resources.** See Resources Format Page.
 - ◆ **Introduction** (revised application only — limited to one page for Phase I and three pages for Phase II).
 - ◆ **Research Plan** — NO Form Page. *Use plain, white paper and stay within specified ½” margin limitations.*
 - ◆ **Letters From Consultants and Collaborators.**
 - ◆ **Checklist** — Checklist Form Page is the next-to-last page of signed, original application, but last page of Phase I to be numbered.
 - ◆ **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is not to be numbered or duplicated.

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